

Concierge Service Access Policy

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to welcome you to our concierge service. This letter outlines the access policy for our concierge services to ensure a seamless experience for all our valued clients.

Access Policy

1. All requests for concierge services must be made through our dedicated contact number or email.
2. Service hours are from [Insert Start Time] to [Insert End Time], [Insert Days of Operation].
3. Clients must provide valid identification upon request to verify their identity.
4. Specific services may require advance notice. Please check our service list for details.
5. Emergency services will be prioritized based on urgency and availability.

Your trust and satisfaction are our top priorities. If you have any questions regarding this policy, please do not hesitate to reach out to our team.

Thank you for choosing our concierge service.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]